

SUPPLEMENT #2

HANSCOM AFB SUMMER EMPLOYMENT 2000

WHEN TO APPLY FOR SUMMER EMPLOYMENT

BEGINNING 31 JULY 2000, HANSCOM AFB, BEDFORD MA WILL ACCEPT RESUMES FOR CONSIDERATION **ONLY** FOR SUMMER POSITIONS IN THE OCCUPATIONAL SERIES AND GRADES DESCRIBED IN THIS ANNOUNCEMENT. TO RECEIVE CONSIDERATION FOR SUMMER PROGRAM POSITIONS, APPLICANTS **MUST** APPLY TO HANSCOM AFB. APPLICATIONS ON FILE AT THE AIR FORCE PERSONNEL CENTER AT RANDOLPH AFB TX **WILL NOT** BE USED FOR SUMMER HIRE POSITIONS. APPLICATIONS RECEIVED AT HANSCOM AFB WILL REMAIN ACTIVE FOR 180 DAYS OR UNTIL PLACEMENT IS MADE, WHICHEVER IS SOONER. **NOTE: IF YOU PREVIOUSLY APPLIED UNDER THE YEAR 2000 SUMMER HIRE ANNOUNCEMENT AND HANSCOM CURRENTLY HAS YOUR APPLICATION ON FILE, YOU NEED ONLY RESUBMIT THE SUPPLEMENTAL QUESTIONNAIRE (SUPPLEMENT #1).**

ALL POSITIONS ARE TEMPORARY, NOT TO EXCEED 29 SEPTEMBER 2000.

AREA OF CONSIDERATION

OPTIONAL FORM 612, APPLICATION FOR FEDERAL EMPLOYMENT OR RESUMES WILL BE ACCEPTED FROM ANY U.S. CITIZEN AT LEAST 16 YEARS OF AGE. ANYONE YOUNGER THAN 18 AND A NON-HIGH SCHOOL GRADUATE MUST PROVIDE PROOF OF STUDENT STATUS (E.G., REPORT CARD, LETTER FROM SCHOOL, ETC.). **NOTE THAT SOME POSITIONS REQUIRE THE EMPLOYEE TO BE AT LEAST 18 YEARS OLD.**

APPLICATIONS WILL BE ACCEPTED FROM APPLICANTS WORLDWIDE. **RELOCATION COSTS WILL NOT BE PAID.**

APPLICATIONS **MUST BE RECEIVED IN THE CIVILIAN PERSONNEL OFFICE AT HANSCOM AFB OR POSTMARKED BY THE FIRST CUTOFF DATE TO BE GIVEN FIRST CONSIDERATION OR BY THE CLOSING DATE INDICATED.** **NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE, AS WELL AS INCOMPLETE PACKAGES, WILL BE RETURNED UNPROCESSED.**

TIMELY APPLICATIONS WILL BE CONSIDERED IN THE FOLLOWING ORDER AS POSITIONS BECOME VACANT:

1. 10 POINT COMPENSABLE VETERAN
2. VETERANS WITH 5 POINT PREFERENCE
3. ALL OTHER TIMELY APPLICANTS

HOW TO APPLY

APPLICATION PACKAGES ARE AVAILABLE ON THE INTERNET AT [HTTP://WWW.HANSCOM.AF.MIL](http://www.hanscom.af.mil) (CLICK ON "ORGANIZATIONS"; "CIVILIAN PERSONNEL DIVISION"; "SUMMER PROGRAM 2000") AND AT THE CIVILIAN PERSONNEL OFFICE, BUILDING 1305, 3RD FLOOR, HANSCOM AFB, MA. **YOUR OF 612 OR RESUME MUST BE TYPED.** ALL OTHER SUPPLEMENTAL FORMS AND DOCUMENTS MAY BE HANDWRITTEN OR TYPED.

THE FOLLOWING DOCUMENTS **MUST BE SUBMITTED IN CONJUNCTION WITH THE TYPED OF 612 OR RESUME:**

- YEAR 2000 SUPPLEMENTAL APPLICATION QUESTIONNAIRE - SUPPLEMENT #2
- SF 144, STATEMENT OF PRIOR FEDERAL SERVICE
- SF 181, RACE AND NATIONAL ORIGIN IDENTIFICATION
- SF 256, SELF-IDENTIFICATION OF HANDICAP
- OF 306, DECLARATION FOR FEDERAL EMPLOYMENT
- OPM 1170, LIST OF COLLEGE COURSES AND CERTIFICATE OF SCHOLASTIC ACHIEVEMENT OR COLLEGE TRANSCRIPTS (ONLY IF YOU ARE SUBSTITUTING EDUCATION FOR EXPERIENCE)
- OPM 1635, WELFARE TO WORK PROGRAM
- AF 3598, CIVILIAN EMPLOYEE MILITARY RESERVE/GUARD/RETIREE CATEGORY
- SELECTIVE SERVICE STATEMENT, REQUIRED FOR MALES BORN AFTER 1959 WHO ARE AGE 18 OR OLDER
- TEMPORARY EMPLOYEE INFORMATION SHEET
- LETTER FROM SCHOOL REGARDING ENROLLMENT, ONLY IF UNDER 18 AND NOT A HIGH SCHOOL GRADUATE
- TO CLAIM **5-POINT VETERANS' PREFERENCE**, ATTACH A COPY OF DD-214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY
- TO CLAIM **10-POINT VETERANS' PREFERENCE**, ATTACH A COPY OF DD-214 AND AN SF-15, APPLICATION FOR 10-POINT VETERANS' PREFERENCE, PLUS THE PROOF REQUIRED BY THAT FORM.